

Research Scholars Policy & Procedures  
Case Western Reserve University  
School of Medicine

Research Scholars are exchange visitors in the United States from abroad, occupying this visa category as defined by the federal government. Research Scholars are permitted to come to the United States for the primary purpose of conducting research or to observe or consult in connection with a research project at qualified institutions like CWRU. The Research Scholars Program promotes the exchange of ideas, research, cultural enrichment, and linkages between research and educational institutions in the United States and foreign countries. It does so by providing foreign research scholars the opportunity to engage in research with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their home country their experience and increased knowledge of the United States and their substantive fields. Research Scholars are not CWRU employees but are required by law to provide their own support in the form of scholarships, grants from their national governments, or from personal savings (in total referred to as their “home support”). They are also required to carry medical insurance for themselves and their dependents as well as repatriation of remains insurance and medical evacuation insurance.

In keeping with these requirements, Research Scholars are not permitted to be CWRU employees or to receive a University salary from Case Western Reserve University in relation to their research. They are, however, permitted to receive stipends from CWRU under certain conditions to assist in their study and research as exchange visitors. The University has defined these conditions to include all of the following:

1. Research Scholars may receive CWRU support, at the discretion of their sponsor and with the appropriate SOM office approvals, if their home support is less than \$25,000 per year; and
2. Those eligible to receive CWRU support under #1 above may receive, as a maximum, an annual stipend that brings the total of their home support and CWRU stipend to \$25,000 per year; and
3. In no case may a Research Scholar receive more support from CWRU than they have in home support.

Michelle Shaylor in the School of Medicine’s Faculty Affairs and Human Resources Office generates the dean’s letters of appointment required for SOM research scholars’ visa purposes. Submit visa applications to Michelle, and she will arrange for SOM financial office approval (if applicable) and Associate Dean review and then forward the dean’s letter and the visa application to the Office of Immigration and HR Services.

Submit a payroll data (pd) form and copy of the letter of appointment to Patty Urbon in the SOM’s Faculty Affairs and Human Resources Office in order to arrange for a Research Scholar’s CWRU paid stipend. A Research Scholar’s pay type is 1270.

The School of Medicine’s Faculty Affairs and Human Resources Office is happy to assist, in concert with the Office of Immigration and Human Resource Services, to answer questions and advise regarding Research Scholars and related issues.

This SOM policy may be revised periodically by the SOM in conjunction with appropriate University offices.